

OCCUPATIONAL OUTLOOK 1997

Imperial County

**Social Workers - Except Medical/Psychiatric
Data Processing Equipment Repairers
Bookkeeping, Accounting, Auditing
Clerks, Including Bookkeepers
Import/Export Specialists
Kindergarten Teachers
Driver/Sales Workers
Welders and Cutters**

**Tellers
Cashiers
Registered Nurses
Preschool Teachers
Secretaries, General
Sales Agents - Real Estate
Farm Equipment Mechanics
Teachers - Elementary School**

Imperial County
Occupational Outlook
1997



Sponsored by

Private Industry Council
of Imperial County

State of California
Employment Development Department

California Occupational Information
Coordinating Committee

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Introduction

Welcome to the 1997 Occupational Outlook Report for Imperial County.

This publication is a product of a cooperative partnership between the Private Industry Council of Imperial County (PIC) and the Labor Market Division (LMID) of the California Employment Development Department (EDD). This partnership is known as the California Cooperative Occupational Information System (CCOIS). The Private Industry Council began their partnership with CCOIS in 1996. CCOIS has been producing reports for other counties of California since 1986. Thirty-eight agencies statewide produce Occupational Outlook reports. Together, the reports represent 58 counties and all of California's labor force. No other source of occupational information offers the current local labor market focus that is found in this, and other, Occupational Outlook reports.

The goal of this publication is to improve the match locally between the labor needs of employers and the skills of job seekers. This is accomplished by providing current localized occupational information which results in better labor market decisions. These decisions are made by job seekers, employers, policy makers, legislators, training staff, students, educators, counselors, and administrators and others who prepare people for, and help them to obtain, work.

The occupations surveyed were selected for study based upon a variety of criteria, including input from local employers, local training providers, educators, and economic development professionals. Different occupations will be selected for study in successive years.

This publication includes detailed occupational summaries for 16 occupations found in the Imperial County labor market. The summaries were developed based upon confidential surveys with several hundred local employers between the months of May and August 1997. The research methods and sample questionnaire used to collect this information were designed and followed with the intention of collecting accurate and unbiased data. They are included in this publication.

Project Staff

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Your Opinion Counts...

As a reader of the information contained in this report, your participation in completing the survey located at the end of this publication, is appreciated. Your response will help us to ensure this publication continues to meet the needs of our customers. Thank you.

Report Usage

The information in this report can be used by a variety of organizations and individuals for many different purposes. Some possible uses are listed below.

Career Decisions

Career counselors and job seekers can make informed occupational choices based on skills, abilities, interests, education, and personal needs. The localized information is easy to read and includes employer requirements and preferences, wages and benefits, labor supply and demand, and sources of employment and training.

Program Planning

This report provides local planners and administrators with employment, training, and placement data, as well as occupational size and expected growth rates. Program planners can use this data to evaluate and improve existing programs, plan new programs, or eliminate outdated programs.

Curriculum Design

Training providers can assess and update their curriculum based on current employers' needs and projected trends, as indicated in this report.

Economic Development

Local government agencies and economic development organizations will find information on the labor pool, such as occupation size, expected growth rates, and wages useful in determining the potential for business growth and development in our labor market area.

Program Marketing

Training providers can effectively market their programs by informing students, employers, and others that the chances for job placement are much greater because their training programs are developed using reliable local occupational data.

Human Resource Management

Small business owners and large corporate human resource directors alike can use this report to help determine competitive wages and benefits, improve their recruitment methods, and assess the availability of qualified workers for business expansion or relocation purposes.

This report is intended to be used as a good reference to base and support these and many other decisions.

Program Methods

The Occupational Outlook Report is the product of a combined effort between the Private Industry Council (PIC) and the California Cooperative Occupational Information System (CCOIS). PIC and CCOIS each have specific roles to make this publication possible. CCOIS provides the technical support and the PIC gathers, analyzes, and disseminates the information to the community. This section will describe the processes used in the project.

Occupation Selection

Occupations and their definitions were selected from the *Occupational Employment System (OES)*.

The PIC staff put together a preliminary list of occupations based upon:

- ◆ Occupations having a substantial employment base in Imperial County
- ◆ Indications that an occupation is “in demand” by either employers or job seekers
- ◆ Input from local training providers, employers, and economic development agencies

A community meeting was held with representatives present from community-based organizations, training providers, local businesses, and economic development agencies. The preliminary list of occupations was reviewed and discussed, and the attendees participated in providing input for the final selection.

The Private Industry Council Staff met with advisory committee volunteers representing community-based organizations, training providers, local business, and economic development agencies to discuss input from the initial community meeting as well as additional sources. Selection of the 16 occupations surveyed was made after reviewing information from the Distribution meeting, occupational forecasting tables, and local area factors

Survey Sample Selection

After the occupations were selected and defined, an employer sample was generated for each occupation. LMID staff, using detailed databases of employer information and occupation staffing patterns within industries, chose a representative sample of employers for each of the occupations. The sample was carefully reviewed by the PIC staff and employers were added to and deleted from each occupation to obtain a sample of 40 employers, or as many as could be found for each occupation. A minimum goal of 15 responding employers for each occupation is desired. When the universe of employers decreases, the number of required responses decreases.

Questionnaire Development

The CCOIS 2-page standardized questionnaire form, along with a locally designed 3rd page, was used for the 2nd annual Occupational Outlook Report for Imperial County.

Survey Procedures

PIC used the following survey procedures:

Staff utilized the employer sample listing to obtain telephone number for employers. Local directories and other resources were used to refine this listing to produce a successful telemarketing effort. Employers were eliminated from the list that were no longer in business or had no local address.

Each employer was called to verify company name, address, the existence of the occupation at the company, and the name of a contact person. A description of the survey was given and participation was encouraged. Employers were eliminated from the list if they did not employ an occupation (or occupations) for which they were listed in the sample or if it was determined that they only employed family members. Employers refusing to respond were noted.

Cover letters and questionnaires were mailed or faxed to employers listed on the refined employer sample. Employers not responding to the correspondence were contacted by phone to encourage them to return the questionnaire(s) and were given the opportunity to complete the questionnaire(s) by telephone or to return via fax.

Completed questionnaires were reviewed by the PIC staff and LMID Site Analyst to monitor accuracy and completeness. Employers were contacted to clarify inconsistencies and to complete partial responses to meet final response goals.

If a sufficient number of responses could not be obtained from the finalized sample, additional employers from other sources were contacted.

Tabulation and Results

PIC staff entered survey responses into a database and tabulations were produced. The data were analyzed, reviewed, and the final report was written. The final product is the *Occupational Outlook Report* which provides occupational summaries and training information for each job title. Each occupational summary provides information on training and hiring requirements, size of the occupation, employment trends, supply and demand assessment, wages and benefits, and other information.

Specific employer information obtained during the survey is held in strict confidence, affording safety and anonymity to each participating employer.

Definitions and Terminology

Each *occupational summary* follows the same basic format. This format is intended to show statistical information from many tables of statistical data in a user friendly manner to indicate highlights of the survey data for each occupation.

Occupation Title, OES Code, and Job Description

The titles and descriptions used for the Occupational Summaries are from the *Occupational Employment Statistics (OES) Dictionary*, published by the Bureau of Labor Statistics. Each occupation is identified by its unique 6-digit code number.

Firms Responding

Indicates the total number of employers answering the “core required” questions of the survey (see Sample CCOIS Employer Questionnaire at the end of this report). Required responses are on questions 2, 3, 8, 10, 11, 12, 14, 17 & 18. Employer responses comprising the data elements of the sections on “Benefits” and “Supply & Demand Assessment” may be less than the total number of firms responding.

Jobs Represented

Indicates the total number of employees employed by responding employers at the time of survey.

Wages

Wage data enables comparison of salary ranges across occupations. The data does not represent official prevailing wages. The wages are reported as ranges based on information collected from local employers.

When union employment was reported the Wages table separately designates Union wages.

The following definitions are used:

New hire, no experience: Wages paid to persons trained but without paid experience in the occupation.

New to firm, experienced: Wages paid to journey-level or experienced persons just starting at the firm.

3+yrs experience w/firm: Wages generally paid to persons with more than three years of journey-level experience at the firm.

*******Note: All wage data reflects wages prior to September 1, 1997 and therefore does not reflect the federal minimum wage increase effective September 1, 1997.**

Commonly Used Terms

When reference is made to “almost all, most, many, some, or few,” the following guidelines apply:

All-	100%
Almost All-	80% up to but not including 100%
Most-	60% up to but not including 80%
Many-	40% up to but not including 60%
Some-	20% up to but not including 40%
Few-	Less than 20%

Employment Trends

Occupational Forecast: 1993-2000

Occupation Size: Unless otherwise indicated, an estimated range of the number of workers in the occupation. The scale used to measure occupation size in Imperial County is:

Small =	Less than	54
Medium=	54	- 107
Large=	108	- 233
Very Large=	234	And Above

Unless otherwise indicated, the forecasted occupational growth rate is based on Projection and Planning Information as compiled by the Labor Market Information Division of the Employment Development Department. For this time period the overall average forecasted growth rate for all occupations combined was 12.8%. The individual occupation forecasted growth rate is indicated by percentage with one of the following terms:

Much Faster than Average =	1.5 times average or more
Faster than Average =	1.1 to but not including 1.5 times average
Average =	.9 to but not including 1.1 times average
Slower than Average =	Less than .9 but greater than 0

Local Supply/Demand Assessments

The terms presented in this section of the summary refer to the relative difficulty employers experience in locating qualified applicants for entry and experienced positions in the occupation. The terms used in describing the local supply/demand situation found in the area currently are defined as:

Very Difficult - Demand is considerably greater than supply of qualified applicants. Employers often cannot find qualified applicants when an opening exists.

Somewhat Difficult - Demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times.

A Little Difficult - Supply is somewhat greater than demand for qualified applicants, and applicants may experience competition in job seeking.

Not Difficult - Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants.

Fringe Benefits

The table indicates benefits offered to full-time and part-time employees. Benefits reported by employers not listed in the column information is noted at the bottom of the fringe benefits section.

Employment Type/Hours

This indicates the employment type of employees - whether full-time, part-time, temporary/on call, or seasonal. It also indicates average hours worked by persons in these employment types.

Gender Makeup and Union Employment

This indicates the percentage of employees surveyed that are male and female.

This indicates the percentage of employees surveyed that are union and non-union employees.

Education

Indicates the percentage of most recently hired employees at various education.

Experience/Training

Indicates employers responses as to if work experience is required and whether training is an acceptable substitute for experience.

Qualifications/Skills

Basic skills information was obtained from answers to questions on the 3rd page of the survey.

Computer skills information was obtained from the answers on the CCOIS standardized survey.

Qualifications and *skills in short supply* by applicants as well as *increasingly important skills* were obtained from answers to questions on the 3rd page of the survey.

Other Employer Information

Indicates employer responses to screening methods and recruitment methods they use when hiring.

Local Training Provided

This indicates the name of local agencies that provide training for the occupation. It is referenced to a summary in the appendix.

Occupations Surveyed In 1997

Bookkeeping, Accounting, Auditing Clerks, Including Bookkeepers

Cashiers

Data Processing Equipment Repairers

Drafters

Driver/Sales Workers

Farm Equipment Mechanics

Import/Export Specialists

Kindergarten Teachers

Preschool Teachers

Registered Nurses

Sales Agents - Real Estate

Secretaries, General

Social Workers - Except Medical and Psychiatric

Teachers - Elementary School

Tellers

Welders and Cutters

BOOKKEEPING, ACCOUNTING, AND AUDITING CLERKS, INCLUDING BOOKKEEPERS

OES CODE: 553380

Alternative Title: Accounting Technician

18 Firms Responding, 54 Jobs Represented

JOB DESCRIPTION

Bookkeeping, accounting, and auditing clerks, including bookkeepers compute, classify, and record numerical data to keep sets of financial records complete. They perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. They may also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers. Does not include individuals whose primary duty is operating special office machines.

WAGES

	Range	Median
<i>Non union</i>		
New hire, no experience	\$ 5.00 - \$ 9.45	\$ 6.60
New to firm, experienced	\$ 5.00 - \$ 13.50	\$ 8.25
3+yrs experience w/firm	\$ 5.00 - \$ 14.50	\$ 9.25
<i>Union</i>		
New hire, no experience	\$ 10.70 - \$ 10.70	\$ 10.70
New to firm, experienced	\$ 10.50 - \$ 11.50	\$ 11.00
3+yrs experience w/firm	\$ 12.70 - \$ 12.80	\$ 12.75

EMPLOYMENT TRENDS

Occupational Forecast: 1993-2000

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

Occupation Size: Very Large

Projected Job Growth Rate: 1.4%

Growth: Slower Than Average

Local Supply/Demand Assessments:

Almost all employers reported stable demand in this occupation during the last year as well as over the next three years. A few employers reported growth during the last year as well as over the next three years.

How difficult is it to find applicants?

Experienced: Employers report it is a little difficult to find fully experienced and qualified applicants. Job market is competitive.

Inexperienced: Employers report it is a little difficult to find inexperienced applicants. Job market is competitive.

Vacancies filled within the last 12 months were 19 resulting from:

Promotions	21%
Employees Leaving	79%
New Positions	0%
Temporary	0%

Many responding firms report promoting to other positions when available. Positions may include accountant, accountant auditor, accounting officer and management position.

FRINGE BENEFITS

Fringe Benefits offered by responding firms were as follows*:

	Full Time	Part Time
Medical Insurance	81%	19%
Dental Insurance	63%	19%
Vision Insurance	44%	19%
Life Insurance	44%	6%
Paid Sick Leave	69%	25%
Paid Vacation	81%	25%
Retirement Plan	63%	19%
Child Care	6%	6%

*Percentage is based on number of employers offering fringe benefits and responding to this question.

OTHER RELEVANT INFORMATION

Employment Type/Hours Almost all employees work full time averaging 40 hours per week. A few employees work part time averaging 25 hours per week.

Gender makeup of reported positions were as follows: Male 13% Female 87%

Union Employment: Firms 11%
Employees 17%

BOOKKEEPING, ACCOUNTING, AND AUDITING CLERKS, INCLUDING BOOKKEEPERS

EDUCATION

Education of most recent hires by percentage of total firms responding:

Less than High School	0%
High School or equivalent	26%
College/no degree	58%
A.A. Degree	16%
Bachelor Degree	0%
Graduate	0%

EXPERIENCE/TRAINING

Experience and Training:

Never Sometimes Usually Always

Work Experience Required 0% 33% 22% 44%

Training as substitute 6% 78% 11% 6%
for experience

Employers prefer applicants with 6-24 months experience in office positions such as account clerk, bookkeeper, accountant, or auditor.

QUALIFICATIONS/SKILLS

BASIC SKILLS as reported by percentage of responding employers:

	Very Important	Important	Not Important
Analytical skills	47%	47%	6%
Record Keeping	67%	33%	0%
Working independently	53%	47%	0%
Working under pressure	63%	25%	12%
Add/subtract 2+ digit numbers	81%	19%	0%
Multiply/divide	75%	25%	0%
Compute decimals/fractions	53%	41%	6%
Compute %/discounts/statistics	47%	47%	6%
Geometry/Algebra/Advanced Math	13%	13%	74%
Read/comprehend info in English	75%	25%	0%
Read/comprehend info in Spanish	31%	25%	44%
Write effectively in English	63%	31%	6%
Write effectively in Spanish	13%	27%	60%
Orally communicate in English	75%	25%	0%
Orally communicate in Spanish	19%	38%	43%

Other Qualifications

Willingness to work outdoors	7%	0%	93%
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COMPUTER SKILLS

Most employers reported seeking applicants with spreadsheet and word processing skills. Many employers reported seeking applicants with database skills. Some employers reported seeking applicants with other computer skills, specifically Windows, accounting software and on-line computer system skills.

OTHER

Increasingly important skills reported by employers include computer skills.

Qualification/Skills *short in supply* of applicants reported by employers include computer skills, analytical skills, and experience.

OTHER EMPLOYER INFORMATION

Responding employers report using the following methods to screen applicants for this occupation:

Drug Testing	38%	Medical/Physical	63%
Aptitude Testing	25%	Police/Background	13%
DMV Printout	50%	Other	13%

Recruitment methods include the following:

Employees referrals	44%
Recruit via newspaper ads	63%
Private employment agencies	0%
Hire unsolicited applicants	6%
In-house promotion or transfer	19%
Public school or program referrals	0%
Private school referrals	0%
Employment Development Department	38%
Union hall referrals	0%
Other	19%

LOCAL TRAINING PROVIDED

There is local training available for this occupation.

See appendix - *Central Union High School District, Imperial Valley College, Imperial Valley Regional Occupational Program*

CASHIERS

OES CODE: 490230

23 Firms Responding, 904 Jobs Represented

Alternative Title: Checker

Team Member

JOB DESCRIPTION

Cashiers receive and disburse cash payments, handle credit transactions, make change, issue receipts, and balance the tender drawer in a variety of establishments. Their work usually involves the use of adding machines, cash registers, and change makers.

WAGES

Range Median

Non union

New hire, no experience	\$ 5.00 - \$ 9.15	\$ 5.00
New to firm, experienced	\$ 5.00 - \$ 10.55	\$ 5.40
3+ yrs experience w/firm	\$ 5.00 - \$ 11.35	\$ 6.00

Union

New hire, no experience	\$ 5.80 - \$ 7.00	\$ 6.40
New to firm, experienced	\$ 5.80 - \$ 9.00	\$ 7.40
3+ yrs experience w/firm	\$ 7.75 - \$ 16.40	\$ 12.10

EMPLOYMENT TRENDS

Occupational Forecast: 1993-2000

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

Occupation Size: Very Large

Projected Job Growth Rate: 17.5%

Growth: Faster Than Average

Local Supply/Demand Assessments:

Most employers reported stable demand in this occupation during the last year as well as over the next three years. Some employers reported growth during the last year as well as over the next three years.

How difficult is it to find applicants?

Experienced: Employers report it is somewhat difficult to find fully experienced and qualified applicants. Job market is somewhat competitive.

Inexperienced: Employers report it is somewhat difficult to find inexperienced applicants. Job market is somewhat competitive.

Vacancies filled within the last 12 months were 181 resulting from:

Promotions	14%
Employees Leaving	39%
New Positions	14%
Temporary	33%

Almost all responding firms report promoting to other positions when available. Positions may include lead person, supervisory or management.

FRINGE BENEFITS

Fringe Benefits offered by responding firms were as follows*:

Full Time Part Time

Medical Insurance	76%	18%
Dental Insurance	65%	18%
Vision Insurance	29%	12%
Life Insurance	59%	12%
Paid Sick Leave	59%	29%
Paid Vacation	94%	29%
Retirement Plan	65%	24%
Child Care	24%	12%

Additional benefits offered by a few firms include funeral leave and 125 cafeteria plan.

*Percentage is based on number of employers offering fringe benefits and responding to this question.

OTHER RELEVANT INFORMATION

Employment Type/Hours Many employees work full time averaging 40 hours per week. Many employees work part time averaging 26 hours per week.

Gender makeup of reported positions were as follows: Male 34% Female 66%

Union Employment: Firms 9%
Employees 7%

CASHIERS

EDUCATION

Education of most recent hires by percentage of total firms responding:

Less than High School	0%
High School or equivalent	93%
College/no degree	7%
A.A. Degree	0%
Bachelor Degree	0%
Graduate	0%

EXPERIENCE/TRAINING

Experience and Training:

Never Sometimes Usually Always

Work Experience Required	26%	26%	43%	4%
Training as substitute for experience	4%	57%	17%	22%

Employers prefer applicants with 6-12 months experience in retail sales or as a cashier.

A few firms provide on-the-job training.

QUALIFICATIONS/SKILLS

BASIC SKILLS as reported by percentage of responding employers:

	Very Important	Important	Not Important
Analytical skills	25%	69%	6%
Record Keeping	18%	59%	23%
Working independently	58%	42%	0%
Working under pressure	74%	21%	5%
Add/subtract 2+ digit numbers	80%	20%	0%
Multiply/divide	72%	22%	6%
Compute decimals/fractions	35%	47%	18%
Compute %/discounts/statistics	12%	41%	47%
Geometry/Algebra/Advanced Math	0%	22%	78%
Read/comprehend info in English	70%	20%	10%
Read/comprehend info in Spanish	11%	28%	61%
Write effectively in English	65%	20%	15%
Write effectively in Spanish	11%	28%	61%
Orally communicate in English	67%	29%	4%
Orally communicate in Spanish	25%	55%	20%

Other Qualifications

Willingness to work outdoors	6%	22%	72%
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COMPUTER SKILLS

Many employers reported seeking applicants with word processing skills. Some employers reported seeking applicants with spreadsheet or database skills. A few employers specifically reported seeking applicants with "point of sale" or "on-line" computer skills.

OTHER

Increasingly important skills reported by employers include customer service and computer skills.

Qualification/Skills *short in supply* of applicants reported by employers include customer service, team work, motivation, and personal communication skills.

OTHER EMPLOYER INFORMATION

Responding employers report using the following methods to screen applicants for this occupation:

Drug Testing	67%	Medical/Physical	12%
Aptitude Testing	60%	Police/Background	13%
DMV Printout	27%	Other	13%

Recruitment methods include the following:

Employees referrals	61%
Recruit via newspaper ads	30%
Private employment agencies	17%
Hire unsolicited applicants	35%
In-house promotion or transfer	48%
Public school or program referrals	26%
Private school referrals	9%
Employment Development Department	35%
Union hall referrals	9%
Other	9%

LOCAL TRAINING PROVIDED

There is local training available for this occupation.

See appendix - *Center For Employment Training, Imperial Valley Regional Occupational Program*

DATA PROCESSING EQUIPMENT REPAIRERS

OES CODE: 857050

Alternative Title: Computer Technician

8 Firms Responding, 18 Jobs Represented

JOB DESCRIPTION

Data Processing Equipment Repairers repair, maintain, and install electronic computers (mainframes, minis, and micros), peripheral equipment, and word processing systems. Does not include Non-Data Processing Equipment Repairers.

WAGES

	Range	Median
<i>Non union</i>		
New hire, no experience	\$ 4.75 - \$ 12.20	\$ 5.50
New to firm, experienced	\$ 5.00 - \$ 18.95	\$ 9.25
3+yrs experience w/firm	\$ 7.00 - \$ 28.00	\$12.75

All of the responding firms are non union.

EMPLOYMENT TRENDS

Occupational Forecast: 1993-2000

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

Occupation Size: Small

Projected Job Growth Rate: 0.00%

Growth: Stable

Local Supply/Demand Assessments:

Many employers reported growth in this occupation during the last year and many employers reported expecting growth over the next three years.

How difficult is it to find applicants?

Experienced: Employers report it is somewhat difficult to find fully experienced and qualified applicants. Job market is somewhat competitive.

Inexperienced: Employers report it is a little difficult to find inexperienced applicants. Job market is competitive.

Vacancies filled within the last 12 months were 13 resulting from:

Promotions	8%
Employees Leaving	31%
New Positions	46%
Temporary	15%

Many responding firms report promoting to other positions when available. Possible positions include supervisory positions.

FRINGE BENEFITS

Fringe Benefits offered by responding firms were as follows*:

	Full Time	Part Time
Medical Insurance	60%	20%
Dental Insurance	60%	20%
Vision Insurance	60%	20%
Life Insurance	60%	20%
Paid Sick Leave	60%	20%
Paid Vacation	80%	20%
Retirement Plan	40%	20%
Child Care	0%	0%

*Percentage is based on number of employers offering fringe benefits and responding to this question.

OTHER RELEVANT INFORMATION

Employment Type/Hours Most employees work full time averaging 40+ hours per week. Some employees work part time averaging 30+ hours per week. A few employees work temporary averaging 10 hours per week.

Gender makeup of reported positions were as follows: Male 83% Female 17%

Union Employment: None

DATA PROCESSING EQUIPMENT REPAIRERS

EDUCATION

Education of most recent hires by percentage of total firms responding:

Less than High School	0%
High School or equivalent	15%
College/no degree	62%
A.A. Degree	0%
Bachelor Degree	23%
Graduate	0%

EXPERIENCE/TRAINING

Experience and Training:

Never Sometimes Usually Always

Work Experience Required 0% 0% 25% 75%

Training as substitute for experience 13% 63% 25% 0%

Employers prefer applicants with 12-24 months experience in a computer technician or repair position.

Employers prefer applicants with 12-24 months training or certification.

QUALIFICATIONS/SKILLS

BASIC SKILLS as reported by percentage of responding employers:

	Very Important	Important	Not Important
Analytical skills	100%	0%	0%
Record Keeping	75%	13%	12%
Working independently	88%	12%	0%
Working under pressure	50%	38%	12%
Add/subtract 2+ digit numbers	50%	25%	25%
Multiply/divide	50%	25%	25%
Compute decimals/fractions	50%	25%	25%
Compute %/discounts/statistics	25%	63%	12%
Geometry/Algebra/Advance Math	25%	38%	37%
Read/comprehend info in English	88%	12%	0%
Read/comprehend info in Spanish	0%	38%	62%
Write effectively in English	75%	25%	0%
Write effectively in Spanish	0%	25%	75%
Orally communicate in English	88%	12%	0%
Orally communicate in Spanish	0%	25%	75%

Other Qualifications

Willingness to work outdoors	0%	13%	87%
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OTHER EMPLOYER INFORMATION

Responding employers report using the following methods to screen applicants for this occupation:

Drug Testing	38%	Medical/Physical	38%
Aptitude Testing	25%	Police/Background	13%
DMV Printout	25%	Other	13%

Recruitment methods include the following:

Employees referrals	75%
Recruit via newspaper ads	63%
Private employment agencies	13%
Hire unsolicited applicants	25%
In-house promotion or transfer	25%
Public school or program referrals	25%
Private school referrals	0%
Employment Development Department	13%
Union hall referrals	0%
Other	13%

COMPUTER SKILLS

Most employers reported seeking applicants with spreadsheet, word processing, database and desktop publishing skills. Some employers reported seeking applicants with computer networking skills.

OTHER

Increasingly important skills reported by employers include Internet and computer networking skills.

Qualification/Skills *short in supply* of applicants reported by employers include attention to detail.

LOCAL TRAINING PROVIDED

There is local training available for this occupation.

See appendix - *Imperial Valley College, Imperial Valley Regional Occupational Program, Johnson Educational Institute*

DRAFTERS

OES CODE: 225140

Alternative Titles: Drafting Technician
Designer

12 Firms Responding, 22 Jobs Represented

JOB DESCRIPTION

Drafters prepare clear, complete, and accurate working plans and detail drawings from rough or detailed sketches or notes for engineering or manufacturing purposes according to specified dimensions. They utilize knowledge of various machines, engineering practices, mathematics, building materials, and other physical sciences to complete drawings.

WAGES**

	Range	Median
New hire, no experience	\$ 6.00 - \$ 13.50	\$ 7.00
New to firm, experienced	\$ 7.00 - \$ 14.85	\$ 10.50
3+ yrs experience w/firm	\$ 10.00 - \$ 18.60	\$ 13.25

**Wages represent Union and Non union combined.

EMPLOYMENT TRENDS

Occupational Forecast: 1993-2000

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

Occupation Size: Medium

Projected Job Growth Rate: 5.6%

Growth: Slower Than Average

Local Supply/Demand Assessments:

Most employers reported stable demand during the last year and many employers anticipate growth over the next three years.

How difficult is it to find applicants or jobs?

Experienced: Employers report it is somewhat difficult to find fully experienced and qualified applicants. Job market is somewhat competitive.

Inexperienced: Employers report it is somewhat difficult to find fully experienced and qualified applicants. Job market is somewhat competitive.

Vacancies filled within the last 12 months were 5 resulting from:

Promotions	20%
Employees Leaving	60%
New Positions	0%
Temporary	20%

Many responding firms report promoting to other positions when available. Positions may include lead person, supervisor, planner, project coordinator or staff architect.

FRINGE BENEFITS

Fringe Benefits offered by responding firms were as follows*:

	Full Time	Part Time
Medical Insurance	89%	0%
Dental Insurance	56%	0%
Vision Insurance	56%	0%
Life Insurance	78%	0%
Paid Sick Leave	100%	0%
Paid Vacation	100%	0%
Retirement Plan	89%	0%
Childcare	0%	0%

Additional benefits offered by a few firms include 401K plan and 125 cafeteria plan.

*Percentage is based on number of employers offering fringe benefits and responding to this question.

OTHER RELEVANT INFORMATION

Employment Type/Hours Almost all employees work full time averaging 40+ hours per week. A few work part time averaging 30 hours per week and a few work temporary averaging 10 hours per week.

Gender makeup of reported positions were as follows: Male: 91% Female: 9%

Union Employment: Firms 8%
Employees 5%

DRAFTERS

EDUCATION

Education level of most recent hires as reported by responding firms.

Less than High School	0%
High School or equivalent	20%
College/no degree	20%
A.A. Degree	20%
Bachelor Degree	40%
Graduate	0%

EXPERIENCE/TRAINING

Experience and Training:

Never Sometimes Usually Always

Work Experience Required 0% 0% 25% 75%

Training as substitute 17% 58% 17% 8%
for Experience

Employers prefer applicants with 12-36 months experience in a position utilizing drafting knowledge.

Employers prefer applicants with 6-36 months training in drafting or computer aided drafting.

QUALIFICATIONS/SKILLS

BASIC SKILLS as reported by percentage of responding employers:

	Very Important	Important	Not Important
Analytical skills	83%	17%	0%
Record Keeping	83%	8%	9%
Working independently	58%	33%	9%
Working under pressure	67%	33%	0%
Add/subtract 2+ digit numbers	82%	18%	0%
Multiply/divide	83%	17%	0%
Compute decimals/fractions	75%	25%	0%
Compute %/discounts/statistics	64%	18%	18%
Geometry/Algebra/Advanced Math	100%	0%	0%
Read/comprehend info in English	64%	36%	0%
Read/comprehend info in Spanish	9%	27%	64%
Write effectively in English	58%	17%	25%
Write effectively in Spanish	9%	27%	64%
Orally communicate in English	67%	33%	0%
Orally communicate in Spanish	9%	36%	55%

Other Qualifications

Willingness to work outdoors	33%	33%	34%
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COMPUTER SKILLS

Almost all employers reported seeking applicants with AutoCAD or other computer assisted drafting (CAD) software skills. Most employers reported seeking applicants with word processing software skills. Many employers reported seeking applicants with spreadsheet skills and some employers reported seeking applicants with database skills.

OTHER

Increasing important skills reported by many employers include computer aided drafting (CAD).

Qualification/Skills *short in supply* of applicants reported by employers include experience, architectural background, and social skills.

OTHER EMPLOYER INFORMATION

Responding employers report using the following methods to screen applicants for this occupation:

Drug Testing	25%	Medical/Physical	17%
Aptitude Testing	17%	Police/Background	8%
DMV Printout	33%	Other	25%

Recruitment methods include the following:

Employees' referrals	67%
Recruit via newspaper ads	67%
Private Employment Agencies	0%
Hire Unsolicited Applicants	17%
In-house promotion or transfer	8%
Public School/Program referrals	0%
Private School referrals	8%
Employment Development Dept.	17%
Union Hall Referrals	0%
Other	8%

LOCAL TRAINING PROVIDED

There is local training available for this occupation.

See appendix - *Imperial Valley Regional Occupational Program*

DRIVER/SALES WORKERS

OES CODE: 971170

Alternative Title: Delivery Person
Route Sales Person

12 Firms Responding, 109 Jobs Represented

JOB DESCRIPTION

Driver/Sales Workers drive trucks or other vehicles over established routes to deliver and sell goods, such as food products; to collect and deliver items, such as laundry; or to collect coins, and to refill and service vending machines. Does include newspaper delivery drivers.

WAGES

	Range	Median
<i>Non union*</i>		
New hire, no experience	\$ 5.00 - \$ 10.25	\$ 7.50
New to firm, experienced	\$ 5.00 - \$ 11.25	\$ 8.70
3+ yrs experience w/firm	\$ 5.00 - \$ 20.65	\$ 9.95
<i>Union</i>		
New hire, no experience	\$ 9.60 - \$ 11.75	\$ 10.70
New to firm, experienced	\$ 9.60 - \$ 11.75	\$ 10.70
3+ yrs experience w/firm	\$ 9.60 - \$ 11.75	\$ 10.70

* Wages include tips/commissions reported by a few firms.

EMPLOYMENT TRENDS

Occupational Forecast: 1993-2000

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

Occupation Size: Medium
Projected Job Growth Rate: 12.5%
Growth: Average

Local Supply/Demand Assessments:

Most employers reported stable employment in this occupation during the last year. A few employers reported growth in this occupation during the last year and many expect growth over the next three years.

How difficult is it to find applicants?

Experienced: Employers report it is somewhat difficult to find fully experienced and qualified applicants. Job market is somewhat competitive.

Inexperienced: Employers report it is somewhat difficult to find inexperienced applicants. Job market is somewhat competitive.

Vacancies filled within the last 12 months were 30 resulting from:

Promotions	7%
Employees Leaving	77%
New Positions	17%
Temporary	0%

Most responding firms report promoting to other positions when available. Positions may include supervisory or management.

FRINGE BENEFITS

Fringe Benefits offered by responding firms were as follows*:

	Full Time	Part Time
Medical Insurance	89%	0%
Dental Insurance	56%	0%
Vision Insurance	56%	0%
Life Insurance	78%	0%
Paid Sick Leave	78%	11%
Paid Vacation	89%	11%
Retirement Plan	67%	0%
Child Care	0%	0%

Additional benefits offered by a few employers include profit sharing.

*Percentage is based on number of employers offering fringe benefits and responding to this question.

OTHER RELEVANT INFORMATION

Employment Type/Hours Almost all employees work full time averaging 40+ hours per week. A few work part time averaging 25+ hours per week.

Gender makeup of reported positions were as follows: Male 90% Female 10%

Union Employment: Firms 17%
Employees 9%

DRIVER/SALES WORKERS

EDUCATION

Education of most recent hires by percentage of total firms responding:

Less than High School	30%
High School or equivalent	57%
College/no degree	13%
A.A. Degree	0%
Bachelor Degree	0%
Graduate	0%

EXPERIENCE/TRAINING

Experience and Training:

Never Sometimes Usually Always

Work Experience Required	25%	25%	33%	17%
Training as substitute for experience	17%	42%	33%	8%

Employers prefer applicants with 6-24 months sales experience.

QUALIFICATIONS/SKILLS

BASIC SKILLS as reported by percentage of responding employers:

	Very Important	Important	Not Important
Analytical skills	55%	36%	9%
Record Keeping	45%	55%	0%
Working independently	75%	25%	0%
Working under pressure	67%	33%	0%
Add/subtract 2+ digit numbers	82%	18%	0%
Multiply/divide	64%	36%	0%
Compute decimals/fractions	18%	27%	55%
Compute %/discounts/statistics	0%	0%	100%
Geometry/Algebra/Advanced Math	0%	0%	100%
Read/comprehend info in English	83%	8%	9%
Read/comprehend info in Spanish	27%	36%	37%
Write effectively in English	67%	33%	0%
Write effectively in Spanish	18%	27%	55%
Orally communicate in English	92%	8%	0%
Orally communicate in Spanish	33%	42%	25%
Other Qualifications			
Willingness to work outdoors	91%	9%	0%

COMPUTER SKILLS

Some employers reported seeking applicants with spreadsheet skills and some reported seeking applicants with database skills. A few employers reported seeking applicants with hand held order writing skills.

OTHER

Increasingly important skills reported by employers include salesmanship, prioritizing, followup, safe driving record and computer skills.

Qualification/Skills *short in supply* of applicants reported by employers include clean DMV record, math skills, English language skills, sales skills, customer service skills and ability to work independently.

OTHER EMPLOYER INFORMATION

Responding employers report using the following methods to screen applicants for this occupation:

Drug Testing	100%	Medical/Physical	50%
Aptitude Testing	25%	Police/Background	42%
DMV Printout	92%	Other	24%

Recruitment methods include the following:

Employees referrals	92%
Recruit via newspaper ads	33%
Private employment agencies	17%
Hire unsolicited applicants	33%
In-house promotion or transfer	33%
Public school or program referrals	17%
Private school referrals	0%
Employment Development Department	17%
Union hall referrals	8%
Other	0%

LOCAL TRAINING PROVIDED

There is no local training available for this occupation.

FARM EQUIPMENT MECHANICS

OES CODE: 853210

Alternative Title: Service Technician

13 Firms Responding, 65 Jobs Represented

JOB DESCRIPTION

Farm Equipment Mechanics maintain, repair, and overhaul farm machinery and vehicles, such as tractors, harvesters, and irrigation systems. They may repair dairy equipment. Does not include Bus and Truck Mechanics and Diesel Engine Specialists.

WAGES

Range Median

Non union

New hire, no experience	\$ 5.00 - \$ 12.50	\$ 6.10
New to firm, experienced	\$ 5.00 - \$ 14.50	\$ 8.00
3+ yrs experience w/firm	\$ 5.00 - \$ 15.00	\$ 9.15

All responding employers reported non union wages.

EMPLOYMENT TRENDS

Occupational Forecast: 1993-2000

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

Occupation Size: Medium
Projected Job Growth Rate: 16.7%
Growth: Faster Than Average

Local Supply/Demand Assessments:

Many employers reported stable demand in this occupation during the last year and almost all employers reported expecting stable demand over the next three years. Some employers reported growth during the last year and a few employers report expecting growth over the next three years.

How difficult is it to find applicants?

Experienced: Employers report it is somewhat difficult to find fully experienced and qualified applicants. Job market is somewhat competitive.

Inexperienced: Employers report it is somewhat difficult to find fully experienced and qualified applicants. Job market is somewhat competitive.

Vacancies filled within the last 12 months were 20 resulting from:

Promotions	5%
Employees Leaving	30%
New Positions	25%
Temporary	40%

Many responding firms report promoting to other positions when available. Positions may include shop supervisor or service management.

FRINGE BENEFITS

Fringe Benefits offered by responding firms were as follows*:

	Full Time	Part Time
Medical Insurance	90%	10%
Dental Insurance	60%	10%
Vision Insurance	10%	0%
Life Insurance	70%	10%
Paid Sick Leave	20%	0%
Paid Vacation	90%	0%
Retirement Plan	40%	0%
Child Care	0%	0%

Additional benefits reported by a few employers include clothing and 401K Plan.

*Percentage is based on number of employers offering fringe benefits and responding to this question.

OTHER RELEVANT INFORMATION

Employment Type/Hours Almost all employees work full time averaging 40+ hours per week. A few work temporary/on call employment averaging 40 hours per week. A few work seasonally averaging 60 hours per week.

Gender makeup of reported positions were as follows: Male 100% Female 0%

Union Employment: None

FARM EQUIPMENT MECHANICS

EDUCATION

Education of most recent hires by percentage of total firms responding:

Less than High School	45%
High School or equivalent	45%
College/no degree	10%
A.A. Degree	0%
Bachelor Degree	0%
Graduate	0%

EXPERIENCE/TRAINING

Experience and Training:

Never Sometimes Usually Always

Work Experience Required 0% 31% 23% 46%

Training as substitute 15% 69% 15% 0%
for experience

Employers prefer applicants with 12-48 months experience as a mechanic or diesel mechanic.

Employers prefer applicants with 18-24 months training or certification.

QUALIFICATIONS/SKILLS

BASIC SKILLS as reported by percentage of responding employers:

	Very Important	Important	Not Important
Analytical skills	30%	50%	20%
Record Keeping	30%	60%	10%
Working independently	55%	45%	0%
Working under pressure	45%	55%	0%
Add/subtract 2+ digit numbers	50%	40%	10%
Multiply/divide	50%	30%	20%
Compute decimals/fractions	45%	27%	28%
Compute %/discounts/statistics	11%	22%	67%
Geometry/Algebra/Advanced Math	10%	30%	60%
Read/comprehend info in English	70%	10%	20%
Read/comprehend info in Spanish	33%	56%	11%
Write effectively in English	25%	50%	25%
Write effectively in Spanish	22%	44%	34%
Orally communicate in English	36%	45%	19%
Orally communicate in Spanish	25%	75%	0%

Other Qualifications

Willingness to work outdoors	67%	33%	0%
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COMPUTER SKILLS

No responding employers reported seeking applicants with computer skills.

OTHER

Increasingly important skills reported by employers include electrical and hydraulics, Microfiche diagrams, computer charts/diagrams, welding, and safety.

Qualification/Skills *short in supply* of applicants reported by employers include experience, certification, read/write/speak English, bilingual.

OTHER EMPLOYER INFORMATION

Responding employers report using the following methods to screen applicants for this occupation:

Drug Testing	90%	Medical/Physical	20%
Aptitude Testing	10%	Police/Background	30%
DMV Printout	30%	Other	10%

Recruitment methods include the following:

Employees referrals	85%
Recruit via newspaper ads	23%
Private employment agencies	8%
Hire unsolicited applicants	38%
In-house promotion or transfer	38%
Public school or program referrals	8%
Private school referrals	15%
Employment Development Department	8%
Union hall referrals	0%
Other	0%

LOCAL TRAINING PROVIDED

There is local training available for this occupation.

See appendix - *Imperial Valley College, Imperial Valley Regional Occupational Program*

IMPORT/EXPORT SPECIALIST

OES CODE: None - Emerging Occupation

15 Firms Responding, 52 Jobs Represented

Alternative Title: Customs Clerk, Import/Export Clerk
Warehouse Manager, Import/Export Manager

JOB DESCRIPTION

Import/Export Specialists examine and/or prepare documents such as invoices, bills of lading, and shipping statements to verify conversion of merchandise weights, or volumes, into foreign equivalents. May compute duties, tariffs, weight, shipping storage, and demurrage charges, volume, and price conversions of merchandise to be exported or imported. May convert foreign currency figures into United States monetary equivalents or domestic currency into foreign equivalents, using rate charts. May examine shipping manifest and bills of lading to determine procedures for release or acceptance of cargo. May also contact shippers (air, ground or sea) to determine when cargo will be available for transit.

EMPLOYMENT TRENDS

Occupational Forecast: 1993-2000

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

Occupation Size: Medium

Projected Job Growth Rate: 5.3%

Growth: Slower Than Average

Local Supply/Demand Assessments:

Many employers reported growth in this occupation during the last year and almost all employers reported expecting growth over the next three years.

How difficult is it to find applicants?

Experienced: Employers report it is somewhat difficult to find fully experienced and qualified applicants. Job market is somewhat competitive.

Inexperienced: Employers report it is a little difficult to find inexperienced applicants. Job market is competitive.

Vacancies filled within the last 12 months were 23 resulting from:

Promotions	0%
Employees Leaving	22%
New Positions	48%
Temporary	30%

Many responding firms report promoting to other positions when available. Positions may include to import specialist from export specialist or to supervisory or management from import/export specialist.

WAGES

	Range	Median
<i>Non union</i>		
New hire, no experience	\$ 5.00 - \$ 8.75	\$ 5.50
New to firm, experienced	\$ 5.00 - \$ 10.00	\$ 6.75
3+ yrs experience w/firm	\$ 5.75 - \$ 15.00	\$ 9.00
<i>Union</i>		
New hire, no experience	\$ 6.00 - \$ 6.00	\$ 6.00
New to firm, experienced	\$ 8.00 - \$ 8.00	\$ 8.00
3+ yrs experience w/firm	\$ 12.00 - \$ 12.00	\$ 12.00

FRINGE BENEFITS

Fringe Benefits offered by responding firms were as follows*:

	Full Time	Part Time
Medical Insurance	62%	0%
Dental Insurance	23%	0%
Vision Insurance	15%	0%
Life Insurance	23%	0%
Paid Sick Leave	46%	0%
Paid Vacation	92%	0%
Retirement Plan	8%	0%
Child Care	0%	0%

*Percentage is based on number of employers offering fringe benefits and responding to this question.

OTHER RELEVANT INFORMATION

Employment Type/Hours Almost all employees work full time averaging 40+ hours per week. A few employees work part time averaging 25+ hours per week and a few temporary averaging 10+ hours per week.

Gender makeup of reported positions were as follows: Male 44% Female 56%

Union Employment: Firms 7%
Employees 4%

IMPORT/EXPORT SPECIALIST

EDUCATION

Education of most recent hires by percentage of total firms responding:

Less than High School	13%
High School or equivalent	83%
College/no degree	4%
A.A. Degree	0%
Bachelor Degree	0%
Graduate	0%

QUALIFICATIONS/SKILLS

BASIC SKILLS as reported by percentage of responding employers:

	Very Important	Important	Not Important
Analytical skills	40%	60%	0%
Record Keeping	53%	47%	0%
Working independently	67%	33%	0%
Working under pressure	93%	7%	0%
Add/subtract 2+ digit numbers	73%	20%	7%
Multiply/divide	73%	20%	7%
Compute decimals/fractions	67%	27%	6%
Compute %/discounts/statistics	33%	33%	34%
Geometry/Algebra/Advanced Math	13%	20%	67%
Read/comprehend info in English	87%	13%	0%
Read/comprehend info in Spanish	93%	7%	0%
Write effectively in English	86%	14%	0%
Write effectively in Spanish	80%	13%	7%
Orally communicate in English	87%	13%	0%
Orally communicate in Spanish	87%	13%	0%

Other Qualifications

Willingness to work outdoors	60%	20%	20%
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COMPUTER SKILLS

Most employers reported seeking applicants with word processing skills. Many employers reported seeking applicants with spreadsheet or database skills.

OTHER

Increasingly important skills reported by many employers include computer skills. Employers also reported "customs software", custom broker guidelines and knowledge of foreign commerce laws and regulations as becoming increasingly important skills for this occupation.

Qualification/Skills *short in supply* of applicants reported by employers include computer skills and foreign commerce knowledge.

EXPERIENCE/TRAINING

Experience and Training:

Never Sometimes Usually Always

Work Experience Required 0% 27% 33% 40%

Training as substitute for experience 7% 60% 27% 7%

Employers prefer applicants with 6-12 months experience in an import/export position.

Employers prefer applicants with 3-12 months training as a custom broker.

OTHER EMPLOYER INFORMATION

Responding employers report using the following methods to screen applicants for this occupation:

Drug Testing	63%	Medical/Physical	50%
Aptitude Testing	38%	Police/Background	50%
DMV Printout	38%	Other	13%

Recruitment methods include the following:

Employees referrals	73%
Recruit via newspaper ads	20%
Private employment agencies	7%
Hire unsolicited applicants	20%
In-house promotion or transfer	20%
Public school or program referrals	13%
Private school referrals	0%
Employment Development Department	33%
Union hall referrals	0%
Other	7%

LOCAL TRAINING PROVIDED

There is no local training available for this occupation.

KINDERGARTEN TEACHERS

OES CODE: 313022

Alternative Title: Montessori Trained Teacher

6 Firms Responding, 11 Jobs Represented

JOB DESCRIPTION

Kindergarten Teachers instruct kindergarten pupils in public or private schools in elemental, physical, mental, and developmental skills. Does not include Instructional Aides or Preschool Teachers.

WAGES**

	Range	Median
<i>Non union</i>		
New hire, no experience	\$ 5.00 - \$ 11.50	\$ 8.95
New to firm, experienced	\$ 6.00 - \$ 13.45	\$ 9.60
3+yrs experience w/firm	\$ 8.00 - \$ 14.95	\$ 11.85
<i>Union</i>		
New hire, no experience	\$ 11.85 - \$ 19.20	\$ 15.50
New to firm, experienced	\$ 11.85 - \$ 22.40	\$ 7.10
3+yrs experience w/firm	\$ 11.85 - \$ 21.10	\$ 16.45

**Many firms have established salary schedules dependent on educational coursework completed.

**Annual wages reported by some firms were for time periods less than 12 months. Wage ranges and aver-

EMPLOYMENT TRENDS

Occupational Forecast*: 1993-2000

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

Occupation Size: Large

Projected Job Growth Rate: 8.0%

Growth: Slower Than Average

*Forecast statistics include Preschool Teachers.

Local Supply/Demand Assessments:

Almost all employers reported stable demand during the last year and many expect stable demand over the next three years. A few employers reported growth during the last year and many anticipate growth over the next three years.

How difficult is it to find applicants?

Experienced: Employers report it is a little difficult to find fully experienced and qualified applicants. Job market is competitive.

Inexperienced: Employers report it is somewhat difficult to find inexperienced applicants. Job market is somewhat competitive.

Vacancies filled within the last 12 months were 2 resulting from:

Promotions	0%
Employees Leaving	100%
New Positions	0%
Temporary	0%

Many responding firms report promoting to other positions when available. Positions may include supervisory or administrative.

FRINGE BENEFITS

Fringe Benefits offered by responding firms were as follows*:

	Full Time	Part Time
Medical Insurance	83%	0%
Dental Insurance	67%	0%
Vision Insurance	67%	0%
Life Insurance	77%	0%
Paid Sick Leave	83%	0%
Paid Vacation	33%	0%
Retirement Plan	67%	0%
Child Care	0%	0%

Additional benefits include paid holidays.

*Percentage is based on number of employers offering fringe benefits and responding to this question.

OTHER RELEVANT INFORMATION

Employment Type/Hours All employees work full time averaging 40+ hours per week.

Gender makeup of reported positions were as follows: Male 0% Female 100%

Union Employment: Firms 33%
Employees 55%

KINDERGARTEN TEACHERS

EDUCATION

Education of most recent hires by percentage of total firms responding:

Less than High School	0%
High School or equivalent	0%
College/no degree	50%
A.A. Degree	0%
Bachelor Degree	50%
Graduate	0%

Credentialing: Kindergarten Teachers are required to be credentialed through the California State Commission on Teacher Credentialing when teaching in public schools.

EXPERIENCE/TRAINING

Experience and Training:

Never Sometimes Usually Always

Work Experience Required	33%	17%	0%	50%
Training as substitute for experience	0%	83%	0%	17%

Employers prefer applicants with 6-24 months experience in a teaching position.

Employers prefer applicants with a California Teaching Credential.

QUALIFICATIONS/SKILLS

BASIC SKILLS as reported by percentage of responding employers:

	Very Important	Important	Not Important
Analytical skills	40%	60%	0%
Record Keeping	40%	60%	0%
Working independently	67%	33%	0%
Working under pressure	83%	17%	0%
Add/subtract 2+ digit numbers	83%	17%	0%
Multiply/divide	67%	17%	16%
Compute decimals/fractions	50%	17%	16%
Compute %/discounts/statistics	0%	33%	67%
Geometry/Algebra/Advanced Math	0%	33%	67%
Read/comprehend info in English	100%	0%	0%
Read/comprehend info in Spanish	17%	50%	33%
Write effectively in English	100%	0%	0%
Write effectively in Spanish	17%	33%	50%
Orally communicate in English	100%	0%	0%
Orally communicate in Spanish	33%	50%	17%

Other qualifications

Willingness to work outdoors	33%	50%	17%
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COMPUTER SKILLS

Most employers reported seeking applicants with word processing or desktop publishing skills. Some employers reported seeking applicants with spreadsheet or database skills.

OTHER

Increasingly important skills reported by employers include computer and Internet skills, and phonetic reading instruction.

Qualification/Skills *short in supply* of applicants reported by employers include computer and Internet skills.

OTHER EMPLOYER INFORMATION

Responding employers report using the following methods to screen applicants for this occupation:

Drug Testing	20%	Medical/Physical	60%
Aptitude Testing	60%	Police/Background	80%
DMV Printout	20%	Other	20%

Recruitment methods include the following:

Employees referrals	33%
Recruit via newspaper ads	100%
Private employment agencies	0%
Hire unsolicited applicants	17%
In-house promotion or transfer	50%
Public school or program referrals	33%
Private school referrals	17%
Employment Development Department	0%
Union hall referrals	0%
Other	17%

LOCAL TRAINING PROVIDED

There is local training available for this occupation.

See appendix - *Imperial Valley College, Imperial Valley Regional Occupational Program, San Diego State University*

PRESCHOOL TEACHERS

OES CODE: 313021

15 Firms Responding, 96 Jobs Represented

Alternative Title: Migrant Child Development Permit Teacher

JOB DESCRIPTION

Preschool Teachers instruct preschool pupils in public or private schools in elemental, physical, mental, and developmental skills. Does not include Instructional Aides or workers whose primary function is child care.

WAGES**

	Range	Median
<i>Non union</i>		
New hire, no experience	\$ 5.00 - \$ 8.20	\$ 5.65
New to firm, experienced	\$ 5.25 - \$ 8.20	\$ 6.25
3+yrs experience w/firm	\$ 6.25 - \$ 10.00	\$ 8.20
<i>Union</i>		
New hire, no experience	\$ 8.20 - \$ 9.60	\$ 9.10
New to firm, experienced	\$ 8.65 - \$ 10.90	\$ 9.85
3+yrs experience w/firm	\$ 8.65 - \$ 11.50	\$ 9.90

**Annual wages reported by some firms were for 10 month time periods. Wage ranges and averages, if adjusted, would be higher than stated.

EMPLOYMENT TRENDS

Occupational Forecast: 1993-2000*

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

Occupation Size: Large

Projected Job Growth Rate: 8.0%

Growth: Slower Than Average

* Forecast statistics include Kindergarten Teachers.

Local Supply/Demand Assessments:

Many employers reported Stable demand in the occupation during the last year as well as over the next three years. Many employers also reported growth during the last year as well as over the next three years.

How difficult is it to find applicants?

Experienced: Employers report it is a little difficult finding fully experienced and qualified applicants. Job market is competitive.

Inexperienced: Employers report it is somewhat difficult finding inexperienced applicants. Job market is somewhat competitive.

Vacancies filled within the last 12 months were 18 resulting from:

Promotions	6%
Employees Leaving	28%
New Positions	50%
Temporary	17%

Many responding firms report promoting to other positions when available. Positions may include supervisory or administrative.

FRINGE BENEFITS

Fringe Benefits offered by responding firms were as follows*:

	Full Time	Part Time
Medical Insurance	53%	0%
Dental Insurance	47%	0%
Vision Insurance	47%	0%
Life Insurance	27%	0%
Paid Sick Leave	80%	7%
Paid Vacation	53%	7%
Retirement Plan	40%	13%
Child Care	20%	13%

Additional benefits reported by firms include paid holidays.

*Percentage is based on number of employers offering fringe benefits and responding to this question.

OTHER RELEVANT INFORMATION

Employment Type/Hours Many employees work full time averaging 39 hours per week. Some work part time averaging 21 hours per week. A few work temporary/on call averaging 7 hours per week. A few work seasonally averaging 20 hours per week. Some employees work on a 10 month annual contract.

Gender makeup of reported positions were as follows: Male 0% Female 100%

Union Employment: Firms 27%
Employees 58%

PRESCHOOL TEACHERS

EDUCATION

Education of most recent hires by percentage of total firms responding:

Less than High School	0%
High School or equivalent	0%
College/no degree	61%
A.A. Degree	39%
Bachelor Degree	0%
Graduate	0%

Credentialing: Preschool Teachers are required to be credentialed through the California State Commission on Teacher Credentialing when teaching in public schools.

EXPERIENCE/TRAINING

Experience and Training:

Never Sometimes Usually Always

Work Experience Required 7% 27% 27% 40%

Training as substitute for experience 13% 67% 7% 13%

Employers prefer applicants with 6-12 months experience working with children.

Employers prefer applicants with Early Childhood Education Certification.

QUALIFICATIONS/SKILLS

BASIC SKILLS as reported by percentage of responding employers:

	Very Important	Important	Not Important
Analytical skills	36%	57%	7%
Record Keeping	47%	33%	20%
Working independently	60%	40%	0%
Working under pressure	60%	40%	0%
Add/subtract 2+ digit numbers	53%	40%	7%
Multiply/divide	33%	33%	34%
Compute decimals/fractions	20%	20%	60%
Compute %/discounts/statistics	14%	0%	86%
Geometry/Algebra/Advanced Math	7%	21%	72%
Read/comprehend info in English	80%	13%	7%
Read/comprehend info in Spanish	27%	20%	53%
Write effectively in English	80%	13%	7%
Write effectively in Spanish	21%	14%	65%
Orally communicate in English	87%	7%	6%
Orally communicate in Spanish	36%	36%	28%

Other Qualifications

Willingness to work outdoors	53%	33%	14%
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COMPUTER SKILLS

Almost all employers reported seeking applicants with word processing skills.

OTHER

Increasingly important skills reported by employers include computer literacy and CPR/First Aid.

Qualification/Skills *short in supply* of applicants reported by employers Early Childhood Education experience, teaching certification, fluent English/Spanish language, and good English skills.

OTHER EMPLOYER INFORMATION

Responding employers report using the following methods to screen applicants for this occupation:

Drug Testing	14%	Medical/Physical	72%
Aptitude Testing	21%	Police/Background	86%
DMV Printout	43%	Other	50%

Recruitment methods include the following:

Employees referrals	47%
Recruit via newspaper ads	80%
Private employment agencies	0%
Hire unsolicited applicants	0%
In-house promotion or transfer	40%
Public school or program referrals	20%
Private school referrals	13%
Employment Development Department	7%
Union hall referrals	0%
Other	27%

LOCAL TRAINING PROVIDED

There is local training available for this occupation.

See appendix - *Imperial Valley College, Imperial Valley Regional Occupational Program, San Diego State University*

REGISTERED NURSES

OES CODE: 325020

16 Firms Responding, 428 Jobs Represented

Alternative Title: Public Health Nurse, Field Nurse
Case Manager

JOB DESCRIPTION

Registered Nurses administer nursing care to ill or injured persons. This group includes administrative, public health, industrial, private duty, and surgical nurses. Licensing or registration is required. Does not include Nursing Instructors and Teachers.

WAGES

	Range	Median
<i>Non union</i>		
New hire, no experience	\$ 12.00 - \$ 17.00	\$ 15.00
New to firm, experienced	\$ 14.25 - \$ 28.00	\$ 16.50
3+ yrs experience w/firm	\$ 15.00 - \$ 32.00	\$ 18.00
<i>Union</i>		
New hire, no experience	\$ 18.10 - \$ 18.15	\$ 18.15
New to firm, experienced	\$ 18.15 - \$ 19.30	\$ 18.75
3+ yrs experience w/firm	\$ 21.90 - \$ 23.05	\$ 22.45

EMPLOYMENT TRENDS

Occupational Forecast: 1993-2000

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

Occupation Size: Very Large
Projected Job Growth Rate: 12.0%
Growth: Average

Local Supply/Demand Assessments:

Many employers reported growth in this occupation during the last year and many employers reported expecting growth over the next three years.

How difficult is it to find applicants?

Experienced: Employers report it is somewhat difficult to find fully experienced and qualified applicants. Job market is somewhat competitive.

Inexperienced: Employers report it is somewhat difficult to find inexperienced applicants. Job market is somewhat competitive.

Vacancies filled within the last 12 months were 143 resulting from:

Promotions	8%
Employees Leaving	57%
New Positions	30%
Temporary	5%

Almost all responding firms report promoting to other positions when available. Positions may include supervisory or management.

FRINGE BENEFITS

Fringe Benefits offered by responding firms were as follows*:

	Full Time	Part Time
Medical Insurance	88%	19%
Dental Insurance	69%	13%
Vision Insurance	50%	13%
Life Insurance	56%	6%
Paid Sick Leave	88%	38%
Paid Vacation	88%	38%
Retirement Plan	56%	31%
Child Care	6%	0%

*Percentage is based on number of employers offering fringe benefits and responding to this question.

OTHER RELEVANT INFORMATION

Employment Type/Hours Most employees work full time averaging 40 hours per week. A few employees work part time averaging 21 hours per week and a few employees work temporary or on call averaging 15 hours per week.

Gender makeup of reported positions were as follows: Male 12% Female 88%

Union Employment: Firms 13%
Employees 6%

REGISTERED NURSES

EDUCATION

Education of most recent hires by percentage of total firms responding:

Less than High School	0%
High School or equivalent	0%
College/no degree	1%
A.A. Degree	71%
Bachelor Degree	26%
Graduate	2%

Licensing: Registered Nurses are required to be licensed through the California State Board of Registered Nursing when practicing in hospitals, private practice, etc.

EXPERIENCE/TRAINING

Experience and Training:

Never Sometimes Usually Always

Work Experience Required	0%	0%	38%	63%
Training as substitute for experience	19%	69%	6%	6%

Employers prefer applicants with 12 months experience as a CNA, LVN or RN.

Employers prefer applicants with a California Registered Nurse License.

QUALIFICATIONS/SKILLS

BASIC SKILLS as reported by percentage of responding employers:

	Very Important	Important	Not Important
Analytical skills	54%	38%	8%
Record Keeping	69%	23%	8%
Working independently	86%	14%	0%
Working under pressure	79%	21%	0%
Add/subtract 2+ digit numbers	86%	14%	0%
Multiply/divide	72%	21%	7%
Compute decimals/fractions	57%	28%	15%
Compute/Algebra/Advanced Math	8%	42%	50%
Read/comprehend info in English	79%	21%	0%
Read/comprehend info in Spanish	21%	65%	14%
Write effectively in English	72%	28%	0%
Write effectively in Spanish	7%	57%	36%
Orally communicate in English	79%	21%	0%
Orally communicate in Spanish	36%	57%	7%
Other Qualifications			
Willingness to work outdoors	21%	14%	65%

COMPUTER SKILLS

Most employers reported seeking applicants with database skills. Many employers reported seeking applicants with word processing skills. Some employers reported seeking applicants with spreadsheet or medical manager software skills.

OTHER

Increasingly important skills reported by employers include computer literacy, keeping up with new technology, and management skills.

Qualification/Skills *short in supply* of applicants reported by employers include people skills, bilingual (English and Spanish), and record keeping.

OTHER EMPLOYER INFORMATION

Responding employers report using the following methods to screen applicants for this occupation:

Drug Testing	42%	Medical/Physical	75%
Aptitude Testing	25%	Police/Background	42%
DMV Printout	50%	Other	8%

Recruitment methods include the following:

Employees referrals	63%
Recruit via newspaper ads	75%
Private employment agencies	6%
Hire unsolicited applicants	13%
In-house promotion or transfer	50%
Public school or program referrals	19%
Private school referrals	6%
Employment Development Department	31%
Union hall referrals	0%
Other	38%

LOCAL TRAINING PROVIDED

There is local training available for this occupation.

See appendix - *Imperial Valley College, Imperial Valley Regional Occupational Program*

*SALES AGENTS - REAL ESTATE

OES CODE: 430080
Alternative Title: Realtor

8 Firms Responding, 29 Jobs Represented

JOB DESCRIPTION

***Sales Agents - Real Estate** rent, buy, and sell property to clients on a commission basis. They perform duties such as studying property listings, interviewing prospective clients, accompanying clients to property sites, discussing conditions of sale, and drawing up real estate contracts.

It is common for persons employed in this occupation to work as an independent contractor for a real estate broker. For this occupation the term employee refers to agent and employer refers to broker.

WAGES

	Range	Median
<i>Non union</i>		
New hire, no experience	\$ 5.00 - \$ 14.40	\$ 7.45
New to firm, experienced	\$ 6.40 - \$ 28.75	\$ 12.00
3+ yrs experience w/firm	\$ 8.50 - \$ 28.75	\$ 18.40

All responding employers reported non union wages.

EMPLOYMENT TRENDS

Occupational Forecast: 1993-2000

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

Occupation Size: Small
Projected Job Growth Rate: 10.0%
Growth: Slower Than Average

Local Supply/Demand Assessments:

Most brokers reported stable demand during the last year and most brokers anticipate growth over the next three years.

How difficult is it to find applicants or jobs?

Experienced: Employers report it is somewhat difficult to find fully experienced and qualified applicants. Job market is somewhat competitive.

Inexperienced: Employers report it is somewhat difficult to find inexperienced applicants. Job market is somewhat competitive.

Vacancies filled within the last 12 months were 6 resulting from:

Promotions	0%
Employees Leaving	100%
New Positions	0%
Temporary	0%

All responding firms report they do not promote from this occupation.

FRINGE BENEFITS

Fringe Benefits offered by responding firms were as follows*:

	Full Time	Part Time
Medical Insurance	100%	0%
Dental Insurance	0%	0%
Vision Insurance	0%	0%
Life Insurance	100%	0%
Paid Sick Leave	100%	0%
Paid Vacation	100%	0%
Retirement Plan	100%	0%
Child Care	0%	0%

*Percentage is based on number of employers offering fringe benefits and responding to this question.

OTHER RELEVANT INFORMATION

Employment Type/Hours Almost all employees work full time averaging 40+ hours per week. A few employees work part time averaging 20+ hours per week.

Gender makeup of reported positions were as follows: Male 59% Female 41%

Union Employment: None

SALES AGENTS - REAL ESTATE

EDUCATION

Education of most recent hires by percentage of total firms responding:

Less than High School	0%
High School or equivalent	83%
College/no degree	17%
A.A. Degree	0%
Bachelor Degree	0%
Graduate	0%

Licensing: Real Estate Agents are required to be licensed through the California State Department of Real Estate.

EXPERIENCE/TRAINING

Experience and Training:

Never Sometimes Usually Always

Work Experience Required	25%	25%	50%	0%
Training as substitute for experience	13%	13%	75%	0%

Employers prefer applicants with 1-12 months experience in a sales position.

Employers prefer applicants with a California Real Estate License.

QUALIFICATIONS/SKILLS

BASIC SKILLS as reported by percentage of responding employers:

	Very Important	Important	Not Important
Analytical skills	33%	67%	0%
Record Keeping	67%	33%	0%
Working independently	88%	12%	0%
Working under pressure	63%	37%	0%
Add/subtract 2+ digit numbers	88%	12%	0%
Multiply/divide	63%	37%	0%
Compute decimals/fractions	38%	50%	12%
Compute %/discounts/statistics	50%	25%	25%
Geometry/Algebra/Advanced Math	14%	0%	86%
Read/comprehend info in English	63%	37%	0%
Read/comprehend info in Spanish	13%	63%	24%
Write effectively in English	63%	37%	0%
Write effectively in Spanish	13%	50%	37%
Orally communicate in English	100%	0%	0%
Orally communicate in Spanish	25%	75%	0%

Other Qualifications

Willingness to work outdoors	17%	67%	16%
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COMPUTER SKILLS

Almost all employers reported seeking applicants with word processing skills. Most employers reported seeking applicants with database skills and a few employers specified seeking applicants with MLS database software skills. Many employers specified seeking applicants with Internet skills.

OTHER

Increasingly important skills reported by employers include Internet computer skills.

Qualification/Skills *short in supply* of applicants reported by employers include work ethics, working independently and working under pressure.

OTHER EMPLOYER INFORMATION

Responding employers report using the following methods to screen applicants for this occupation:

Drug Testing	0%	Medical/Physical	0%
Aptitude Testing	50%	Police/Background	0%
DMV Printout	0%	Other	50%

Recruitment methods include the following:

Employees referrals	88%
Recruit via newspaper ads	25%
Private employment agencies	0%
Hire unsolicited applicants	13%
In-house promotion or transfer	0%
Public school or program referrals	25%
Private school referrals	0%
Employment Development Department	13%
Union hall referrals	0%
Other*	38%

*Other includes word of mouth.

LOCAL TRAINING PROVIDED

There is local training available for this occupation.

See appendix - *Century 21 American Dream Realty, ERA School of Real Estate, Imperial Valley College*

SECRETARIES, GENERAL

OES CODE: 551080

17 Firms Responding, 93 Jobs Represented

Alternative Title: Administrative Secretary, Executive Secretary
Office Assistant, Office Technician

JOB DESCRIPTION

Secretaries relieve officials of clerical work and minor administrative and business detail by scheduling appointments, giving information to callers, taking dictation, composing and typing routine correspondence, reading and routing incoming mail, and filing correspondence and other records. They may perform various other assigned clerical duties. Does not include Medical and Legal Secretaries.

WAGES

	Range	Median
<i>Non union</i>		
New hire, no experience	\$ 5.50 - \$ 13.00	\$ 8.75
New to firm, experienced	\$ 7.00 - \$ 16.00	\$ 10.15
3+ yrs experience w/firm	\$10.00 - \$ 20.00	\$ 12.00
<i>Union</i>		
New hire, no experience	\$ 5.50 - \$ 11.30	\$ 8.40
New to firm, experienced	\$ 7.05 - \$ 16.95	\$ 11.85
3+ yrs experience w/firm	\$ 10.45 - \$ 20.40	\$ 13.15

EMPLOYMENT TRENDS

Occupational Forecast: 1993-2000

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

Occupation Size: Very Large
Projected Job Growth Rate: 2.9%
Growth: Slower Than Average

Local Supply/Demand Assessments:

Most employers reported stable demand in this occupation during the last year and almost all employers reported expecting stable demand over the next three years.

How difficult is it to find applicants?

Experienced: Employers report it is somewhat difficult to find fully experienced and qualified applicants. Job market is somewhat difficult.

Inexperienced: Employers report it is a little difficult to find inexperienced applicants. Job market is competitive.

Vacancies filled within the last 12 months were 32 resulting from:

Promotions	19%
Employees Leaving	69%
New Positions	9%
Temporary	3%

Many responding firms report promoting to other positions when available. Positions may include administrative assistant or executive assistant.

FRINGE BENEFITS

Fringe Benefits offered by responding firms were as follows*:

	Full Time	Part Time
Medical Insurance	88%	19%
Dental Insurance	81%	19%
Vision Insurance	75%	19%
Life Insurance	75%	6%
Paid Sick Leave	88%	19%
Paid Vacation	100%	19%
Retirement Plan	88%	19%
Child Care	6%	0%

*Percentage is based on number of employers offering fringe benefits and responding to this question.

OTHER RELEVANT INFORMATION

Employment Type/Hours Almost all employees work full time averaging 40 hours per week. A few employees work part time averaging 30 hours per week.

Gender makeup of reported positions were as follows: Male 3% Female 97%

Union Employment: Firms 19%
Employees 45%

SECRETARIES, GENERAL

EDUCATION

Education of most recent hires by percentage of total firms responding:

Less than High School	0%
High School or equivalent	31%
College/no degree	66%
A.A. Degree	3%
Bachelor Degree	0%
Graduate	0%

QUALIFICATIONS/SKILLS

BASIC SKILLS as reported by percentage of responding employers:

	Very Important	Important	Not Important
Analytical skills	50%	50%	0%
Record Keeping	76%	24%	0%
Working independently	82%	12%	6%
Working under pressure	71%	29%	0%
Add/subtract 2+ digit numbers	71%	24%	5%
Multiply/divide	76%	24%	0%
Compute decimals/fractions	59%	18%	23%
Compute %/discounts/statistics	35%	29%	36%
Geometry/Algebra/Advanced Math	19%	19%	62%
Read/comprehend info in English	94%	6%	0%
Read/comprehend info in Spanish	24%	35%	41%
Write effectively in English	94%	6%	0%
Write effectively in Spanish	18%	24%	58%
Orally communicate in English	100%	0%	0%
Orally communicate in Spanish	29%	35%	36%
Other Qualifications			
Willingness to work outdoors	12%	0%	88%

COMPUTER SKILLS

Almost all employers reported seeking applicants with word processing skills. Most employers reported seeking applicants with spreadsheet and database skills. A few employers reported seeking applicants with Windows, desktop publishing and standardized accounting system skills specifically.

OTHER

Increasingly important skills reported by employers include computer literacy, E-mail, computer fax, and accounting.

Qualification/Skills *short in supply* of applicants reported by employers include computer literacy, initiative, ability to work independently, and business writing skills.

EXPERIENCE/TRAINING

Experience and Training:

Never Sometimes Usually Always

Work Experience Required 0% 12% 29% 59%

Training as substitute for experience 12% 71% 6% 12%

Employers prefer applicants with 6-24 months experience in secretarial or other office position.

Employers prefer applicants with 12 months training or certification in secretarial, office or business courses.

OTHER EMPLOYER INFORMATION

Responding employers report using the following methods to screen applicants for this occupation:

Drug Testing	55%	Medical/Physical	64%
Aptitude Testing	45%	Police/Background	18%
DMV Printout	55%	Other	9%

Recruitment methods include the following:

Employees referrals	44%
Recruit via newspaper ads	100%
Private employment agencies	6%
Hire unsolicited applicants	13%
In-house promotion or transfer	38%
Public school or program referrals	13%
Private school referrals	0%
Employment Development Department	31%
Union hall referrals	0%
Other*	25%

*Other includes in-house applicant files or California state exam process.

LOCAL TRAINING PROVIDED

There is local training available for this occupation.

See appendix - *ARBOR of Imperial County, Johnson Educational Institute, Imperial Valley College, Imperial Regional Occupational Program*

SOCIAL WORKERS - EXCEPT MEDICAL AND PSYCHIATRIC

OES CODE: 273050

14 Firms Responding, 104 Jobs Represented

Alternative Title: Case Worker, Case Manager, Client Advocate,
Rehabilitation Counselor, Job Developer

JOB DESCRIPTION

Social Workers - Except Medical and Psychiatric counsel and aid individuals and families requiring social service assistance. Includes Community Organization Social Workers who plan, organize and work with community groups to solve problems. Does not include workers who are primarily Medical, Psychiatric, or Chemical Dependency Social Workers.

WAGES

	Range	Median
<i>Non union</i>		
New hire, no experience	\$ 5.75 - \$ 16.30	\$ 7.20
New to firm, experienced	\$ 7.00 - \$ 18.20	\$ 8.25
3+ yrs experience w/firm	\$ 7.00 - \$ 21.10	\$ 11.05
<i>Union</i>		
New hire, no experience	\$ 11.05 - \$ 18.00	\$ 14.55
New to firm, experienced	\$ 13.80 - \$ 19.00	\$ 16.40
3+ yrs experience w/firm	\$ 16.00 - \$ 19.00	\$ 17.50

EMPLOYMENT TRENDS

Occupational Forecast: 1993-2000

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

Occupation Size: Medium

Projected Job Growth Rate: 35.3%

Growth: Much Faster Than Average

Local Supply/Demand Assessments:

Many employers reported stable demand in this occupation during the last year and some reported expecting stable demand over the next three years. Many employers reported growth during the last year and most employers report growth over the next three years.

How difficult is it to find applicants?

Experienced: Employers report it is somewhat difficult to find fully experienced and qualified applicants. Job market is somewhat competitive.

Inexperienced: Employers report it is a little difficult to find inexperienced applicants. Job market is competitive.

Vacancies filled within the last 12 months were 42 resulting from:

Promotions	33%
Employees Leaving	38%
New Positions	26%
Temporary	2%

Most responding firms report promoting to other positions when available. Positions may include coordinator, director or other supervisory or management positions.

FRINGE BENEFITS

Fringe Benefits offered by responding firms were as follows*:

	Full Time	Part Time
Medical Insurance	93%	0%
Dental Insurance	64%	0%
Vision Insurance	57%	0%
Life Insurance	64%	0%
Paid Sick Leave	93%	0%
Paid Vacation	86%	0%
Retirement Plan	64%	7%
Child Care	7%	0%

Additional benefits include paid holidays.

*Percentage is based on number of employers offering fringe benefits and responding to this question.

OTHER RELEVANT INFORMATION

Employment Type/Hours Almost all employees work full time averaging 40 hours per week. A few employees work part time averaging 20+ hours per week.

Gender makeup of reported positions were as follows: Male 38% Female 62%

Union Employment: Firms 14%
Employees 40%

SOCIAL WORKERS - EXCEPT MEDICAL AND PSYCHIATRIC

EDUCATION

Education of most recent hires by percentage of total firms responding:

Less than High School	0%
High School or equivalent	10%
College/no degree	40%
A.A. Degree	43%
Bachelor Degree	7%
Graduate	0%

QUALIFICATIONS/SKILLS

BASIC SKILLS as reported by percentage of responding employers:

	Very Important	Important	Not Important
Analytical skills	46%	39%	15%
Record Keeping	71%	21%	8%
Working independently	86%	7%	7%
Working independently	86%	7%	7%
Working under pressure	79%	21%	0%
Add/subtract 2+ digit numbers	43%	57%	0%
Multiply/divide	43%	36%	21%
Compute decimals/fractions	28%	36%	36%
compute %/discounts/statistics	21%	21%	58%
Geometry/algebra/Advanced Math	8%	17%	75%
Read/comprehend in in English	79%	21%	0%
Read/comprehend info in Spanish	36%	36%	28%
Write effectively in English	64%	36%	28%
Write effectively in English	64%	36%	0%
Write effectively in Spanish	15%	23%	62%
Orally communicate in English	79%	7%	14%
Orally communicate in Spanish	57%	14%	29%
Other Qualifications			
Willingness to work outdoors	14%	36%	50%

COMPUTER SKILLS

Almost all employers reported seeking applicants with word processing skills. Many employers reported seeking applicants with database skills and some employers reported seeking applicants with spreadsheet skills. A few employers reported seeking applicants with Internet computer skills.

OTHER

Increasingly important skills reported by employers include computer literacy, communications, time management.

Qualification/Skills *short in supply* of applicants reported by employers include communication skills (speak effectively in English), case management, work ethics, time management.

EXPERIENCE/TRAINING

Experience and Training:

Never Sometimes Usually Always

Work Experience Required 0% 36% 50% 14%

Training as substitute for experience 14% 36% 43% 7%

Employers prefer applicants with 9-36 months experience in a social work position.

Employers prefer applicants with 12-36 months training or certification through social service education or psychology course work.

OTHER EMPLOYER INFORMATION

Responding employers report using the following methods to screen applicants for this occupation:

Drug Testing	20%	Medical/Physical	40%
Aptitude Testing	0%	Police/Background	40%
DMV Printout	60%	Other	60%

Recruitment methods include the following:

Employees referrals	50%
Recruit via newspaper ads	79%
Private employment agencies	7%
Hire unsolicited applicants	7%
In-house promotion or transfer	57%
Public school or program referrals	29%
Private school referrals	7%
Employment Development Department	29%
Union hall referrals	7%
Other	29%

LOCAL TRAINING PROVIDED

There is local training available for this occupation.

See appendix - *Imperial Valley College, San Diego State University*

TEACHERS - ELEMENTARY SCHOOL

OES CODE: 313050

13 Firms Responding, 449 Jobs Represented

Alternative Title: Classroom Teacher, Academic Teacher,
Christian Elementary School Teacher

JOB DESCRIPTION

Elementary School Teachers teach elementary (kindergarten through eighth grade) pupils in public or private schools basic academic, social, and other formative skills. Does not include special education teachers who teach only handicapped pupils.

WAGES**

	Range	Median
<i>Non union</i>		
New hire, no experience	\$ 8.40 - \$ 11.50	\$ 10.10
New to firm, experienced	\$ 8.65 - \$ 13.45	\$ 10.40
3+ yrs experience w/firm	\$ 8.85 - \$ 15.60	\$ 12.80
<i>Union</i>		
New hire, no experience	\$ 11.85 - \$ 18.85	\$ 14.15
New to firm, experienced	\$ 11.85 - \$ 18.85	\$ 15.20
3+ yrs experience w/firm	\$ 11.85 - \$ 25.15	\$ 16.40

** Many firms have established salary schedules dependent on educational coursework completed.

** Annual wages reported by some firms were for time periods less than 12 months. Wage ranges and averages, if adjusted, would be higher than stated.

EMPLOYMENT TRENDS

Occupational Forecast: 1993-2000

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

Occupation Size: Very Large
Projected Job Growth Rate: 3.0%
Growth: Slower Than Average

Local Supply/Demand Assessments:

Some employers reported stable demand in this occupation during the last year and almost all expect stable demand over the next three years. Most employers reported growth during the last year and a few report growth over the next three years.

How difficult is it to find applicants?

Experienced: Employers report it is somewhat difficult to find fully experienced and qualified applicants. Job market is somewhat competitive.

Inexperienced: Employers report it is somewhat difficult to find inexperienced applicants. Job market is somewhat competitive.

Vacancies filled within the last 12 months were 91 resulting from:

Promotions	3%
Employees Leaving	51%
New Positions	46%
Temporary	0%

Many responding firms report promoting to other positions when available. Positions may include supervisory or administrative.

FRINGE BENEFITS

Fringe Benefits offered by responding firms were as follows*:

	Full Time	Part Time
Medical Insurance	100%	8%
Dental Insurance	92%	8%
Vision Insurance	92%	8%
Life Insurance	77%	0%
Paid Sick Leave	100%	8%
Paid Vacation	15%	8%
Retirement Plan	100%	15%
Child Care	8%	0%

*Percentage is based on number of employers offering fringe benefits and responding to this question.

OTHER RELEVANT INFORMATION

Employment Type/Hours Almost all employees work full time averaging 35+ hours during the contract year. A few work part time averaging 15+ hours during the contract year.

Gender makeup of reported positions were as follows: Male 23% Female 77%

Union Employment: Firms 69%
Employees 92%

TEACHERS - ELEMENTARY SCHOOL

EDUCATION

Education of most recent hires by percentage of total firms responding:

Less than High School	0%
High School or equivalent	0%
College/no degree	0%
A.A. Degree	8%
Bachelor Degree	79%
Graduate	13%

Credentialing: Elementary Teachers are required to be credentialed through the California State Commission on Teacher Credentialing when teaching in public schools.

QUALIFICATIONS/SKILLS

BASIC SKILLS as reported by percentage of responding employers:

	Very Important	Important	Not Important
Analytical skills	42%	58%	0%
Record Keeping	67%	33%	0%
Working independently	92%	8%	0%
Working under pressure	92%	8%	0%
Add/subtract 2+ digit numbers	92%	8%	0%
Multiply/divide	92%	8%	0%
Compute decimals/fractions	83%	17%	0%
Compute %/discounts/statistics	33%	58%	9%
Geometry/Algebra/Advanced Math	25%	58%	17%
Read/comprehend info in English	100%	0%	0%
Read/comprehend info in Spanish	17%	50%	33%
Write effectively in English	100%	0%	0%
Write effectively in Spanish	8%	58%	34%
Orally communicate in English	100%	0%	0%
Orally communicate in Spanish	8%	67%	25%

Other Qualifications

Willingness to work outdoors	8%	50%	42%
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COMPUTER SKILLS

Almost all employers reported seeking applicants with word processing skills. Many employers reported seeking applicants with desktop publishing. A few employers reported seeking applicants with spreadsheet or database skills.

OTHER

Increasingly important skills reported by employers include computer literacy, Internet, and Spanish language competency.

Qualification/Skills *short in supply* of applicants reported by employers include computer, Internet and Spanish language with required credentials.

EXPERIENCE/TRAINING

Experience and Training:

Never Sometimes Usually Always

Work Experience Required	38%	38%	15%	8%
Training as substitute for experience	15%	62%	15%	8%

Employers prefer applicants with 12 months experience in a teaching position.

Employers prefer applicants with a California Teaching Credential.

OTHER EMPLOYER INFORMATION

Responding employers report using the following methods to screen applicants for this occupation:

Drug Testing	50%	Medical/Physical	50%
Aptitude Testing	33%	Police/Background	75%
DMV Printout	50%	Other	50%

Above figures may reflect that a CA State Teaching Credential requires fingerprinting and FBI clearance.

Recruitment methods include the following:

Employees referrals	83%
Recruit via newspaper ads	92%
Private employment agencies	25%
Hire unsolicited applicants	17%
In-house promotion or transfer	33%
Public school or program referrals	67%
Private school referrals	50%
Employment Development Department	33%
Union hall referrals	17%
Other*	25%

LOCAL TRAINING PROVIDED

There is local training available for this occupation.

See appendix - *Imperial Valley College, San Diego State University*

TELLERS

OES CODE: 531020

11 Firms Responding, 138 Jobs Represented

Alternative Titles: Customer Services Representative
Member Services Representative

JOB DESCRIPTION

Tellers receive and pay out money, and keep records of money and negotiable instruments involved in various financial institutions' transactions.

WAGES

	Range	Median
<i>Non union</i>		
New hire, no experience	\$ 5.00 - \$ 8.00	\$ 7.00
New to firm, experienced	\$ 5.00 - \$ 8.65	\$ 7.51
3+yrs experience w/firm	\$ 5.75 - \$ 10.75	\$ 8.70

All of the responding firms are non union.

EMPLOYMENT TRENDS

Occupational Forecast: 1993-2000

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

Occupation Size: Large

Projected Job Growth Rate: -2.6%

Growth: Slow Decline

Local Supply/Demand Assessments:

Many employers reported stable demand in this occupation during the last year and most employers reported expecting stable demand over the next three years.

How difficult is it to find applicants?

Experienced: Employers report it is a little difficult to find fully experienced and qualified applicants. Job market is competitive.

Inexperienced: Employers report it is a little difficult to find inexperienced applicants. Job market is competitive.

Vacancies filled within the last 12 months were 62 resulting from:

Promotions	44%
Employees Leaving	27%
New Positions	19%
Temporary	10%

Almost all responding firms report promoting to other positions as available. Opportunities were in lead positions, supervisory or management.

FRINGE BENEFITS

Fringe Benefits offered by responding firms were as follows*:

	Full Time	Part Time
Medical Insurance	88%	38%
Dental Insurance	75%	38%
Vision Insurance	75%	38%
Life Insurance	75%	38%
Paid Sick Leave	75%	50%
Paid Vacation	75%	50%
Retirement Plan	63%	38%
Childcare	25%	0%

Additional benefits offered by a few firms for full time positions include cafeteria plan, long term disability insurance.

*Percentage is based on number of employers offering fringe benefits and responding to this question.

OTHER RELEVANT INFORMATION

Employment Type/Hours Many employees work full time averaging 40 hours per week. Some employees work part time averaging 29 hours per week and some employees work temporary employment averaging 16 hours per week.

Gender makeup of reported positions were as follows: Male: 10% Female: 90%

Union Employment: None

TELLERS

EDUCATION

Education level of most recent hires by percentage of total firms responding:

Less than High School	0%
High School or equivalent	100%
College/no degree	0%
A.A. Degree	0%
Bachelor Degree	0%
Graduate	0%

EXPERIENCE/TRAINING

Experience and Training:

Never Sometimes Usually Always

Work Experience Required 18% 45% 27% 9%

Training as substitute for Experience 9% 45% 36% 9%

Employers prefer applicants having 6-10 months experience in a position handling money.

QUALIFICATIONS/SKILLS

BASIC SKILLS as reported by percentage of responding employers:

	Very Important	Important	Not Important
Analytical skills	45%	45%	10%
Record Keeping	36%	45%	19%
Working independently	45%	55%	0%
Working under pressure	73%	27%	0%
Add/subtract 2+ digit numbers	64%	27%	9%
Multiply/divide	55%	36%	9%
Compute decimals/fractions	18%	45%	37%
Compute %/discounts/statistics	27%	27%	46%
Geometry/Algebra/Advanced Math	0%	0%	100%
Read/comprehend info in English	64%	36%	0%
Read/comprehend info in Spanish	0%	73%	27%
Write effectively in English	55%	36%	9%
Write effectively in Spanish	0%	64%	36%
Orally communicate in English	64%	36%	0%
Orally communicate in Spanish	0%	73%	27%

Other Qualifications

Willingness to work outdoors	0%	0%	100%
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COMPUTER SKILLS

Almost all employers reported seeking applicants with word processing skills. Some employers reported seeking applicant with spreadsheet skills. A few employers reported seeking applicants with Windows skills specifically.

OTHER

Increasing important skills reported by many employers include computer skills.

Qualification/Skills *short in supply* of applicants reported by employers include customer service, professional presentation, self motivation and willingness to work.

OTHER EMPLOYER INFORMATION

Responding employers report using the following methods to screen applicants for this occupation:

Drug Testing	18%	Medical/Physical	0%
Aptitude Testing	45%	Police/Background	36%
DMV Printout	9%	Other	9%

Recruitment methods include the following:

Employees referrals	73%
Recruit via newspaper ads	45%
Private Employment Agencies	9%
Hire unsolicited applicants	45%
In-house promotion or transfer	73%
Public school/program referrals	36%
Private school referrals	9%
Employment development dept.	27%
Union hall referrals	0%
Other	9%

LOCAL TRAINING PROVIDED

There is local training available for this occupation.

See appendix - *Imperial Valley College, Imperial Valley Regional Occupational Program*

WELDERS AND CUTTERS

OES CODE: 939140

Alternative Titles: Maintenance Mechanic

11 Firms Responding, 61 Jobs Represented

JOB DESCRIPTION

Welders and Cutters use flamecutting, hand, arc, and gas welding equipment, and gas torches, to weld together metal components of such products as pipelines, automobiles, boilers, and ships, or join together components of fabricated sheet metal assemblies, or cut, trim, or scarf metal objects to dimensions as specified by layout, work orders, or blueprints.

WAGES

	Range	Median
<i>Non union</i>		
New hire, no experience	\$ 5.15 - \$ 13.50	\$ 5.75
New to firm, experienced	\$ 5.50 - \$ 21.95	\$ 8.00
3+yrs experience w/firm	\$ 5.50 - \$ 21.95	\$ 10.00
<i>Union</i>		
New hire, no experience	\$ 18.85 - \$ 18.85	\$ 18.85
New to firm, experienced	\$ 18.85 - \$ 19.15	\$ 19.00
3+yrs experience w/firm	\$ 20.70 - \$ 24.05	\$ 22.40

EMPLOYMENT TRENDS

Occupational Forecast: 1993-2000

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

Occupation Size: Medium

Projected Job Growth Rate: 36.4%

Growth: Much Faster Than Average

Local Supply/Demand Assessments:

Most employers reported stable demand in this occupation during the last year and anticipate stable demand over the next three years. Some employers reported growth during the last year and anticipate growth over the next three years.

How difficult is it to find applicants or jobs?

Experienced: Employers report it is a little difficult to find fully experienced and qualified applicants. Job market is competitive.

Inexperienced: Employers report it is somewhat difficult to find inexperienced applicants. Job market is somewhat competitive.

Vacancies filled within the last 12 months were 24 resulting from:

Promotions	8%
Employees Leaving	25%
New Positions	29%
Temporary	38%

Many responding firms report promoting to other positions as available. Possible positions include lead position or supervisor.

FRINGE BENEFITS

Fringe Benefits offered by responding firms were as follows*:

	Full Time	Part Time
Medical Insurance	82%	9%
Dental Insurance	82%	9%
Vision Insurance	73%	9%
Life Insurance	55%	0%
Paid Sick Leave	27%	9%
Paid Vacation	91%	9%
Retirement Plan	55%	9%
Childcare	0%	0%

Additional benefits offered by a few firms include profit sharing and 401K with employer match.

*Percentage is based on number of employers offering fringe benefits and responding to this question.

OTHER RELEVANT INFORMATION

Employment Type/Hours All employees represented in survey work full time averaging 40+ hours per week.

Gender makeup of reported positions were as follows: Male: 93% Female: 7%

Union Employment: Firms 18%
Employees 43%

WELDERS AND CUTTERS

EDUCATION

Education level of most recent hires by percentage of total firms responding:

Less than High School	29%
High School or equivalent	67%
College/no degree	4%
A.A. Degree	0%
Bachelor Degree	0%
Graduate	0%

QUALIFICATIONS/SKILLS

BASIC SKILLS as reported by percentage of responding employers:

	Very Important	Important	Not Important
Analytical skills	18%	64%	18%
Record Keeping	9%	64%	27%
Working independently	45%	45%	10%
Working under pressure	54%	46%	0%
Add/subtract 2+ digit numbers	73%	27%	0%
Multiply/divide	54%	46%	0%
Compute decimals/fractions	54%	27%	19%
Compute %/discounts/statistics	0%	0%	100%
Geometry/Algebra/Advanced Math	0%	50%	50%
Read/comprehend info in English	73%	18%	9%
Read/comprehend info in Spanish	9%	36%	55%
Write effectively in English	54%	27%	19%
Write effectively in Spanish	0%	36%	64%
Orally communicate in English	64%	27%	9%
Orally communicate in Spanish	9%	45%	46%

Other Qualifications

Willingness to work outdoors	73%	18%	9%
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COMPUTER SKILLS

A few employers reported seeking applicants with database computer software skills.

OTHER

Increasing important skills reported by some employers include plastic welding, working independently, and reading/writing/speaking English.

Qualification/Skills *short in supply* of applicants reported by employers include work ethics, previous work record, acceptable personal appearance and reading/writing/speaking English.

EXPERIENCE/TRAINING

Experience and Training:

Never Sometimes Usually Always

Work Experience Required 0% 18% 36% 45%

Training as substitute 0% 91% 0% 9%
for Experience

Employers prefer applicants with 12-48 months experience in a welding position or maintenance position utilizing skills.

Employers prefer applicants with welding training or certification ranging from 3-36 months.

OTHER EMPLOYER INFORMATION

Responding employers report using the following methods to screen applicants for this occupation:

Drug Testing	64%	Medical/Physical	45%
Aptitude Testing	45%	Police/Background	27%
DMV Printout	64%	Other	9%

Recruitment methods include the following:

Employees' referrals	64%
Recruit via newspaper ads	45%
Private Employment Agencies	18%
Hire Unsolicited applicants	36%
In-house promotion or transfer	18%
Public School/program referrals	0%
Private School Referrals	0%
Employment Development Department	45%
Union Hall Referrals	0%
Other	27%

LOCAL TRAINING PROVIDED

There is local training available for this occupation.

See appendix - *Center For Employment Training, Imperial Valley College, Imperial Valley Regional Occupational Program*

Appendix

Local Training Providers

Training Provided By

Training Provided For

Arbor of Imperial County
1560 Ocotillo Drive, Suite E
El Centro, CA 92243
(760) 353-4544

Secretaries, General

Center for Employment Training
294 E. Third Street
El Centro, CA 92243
(760) 357-6565

Bookkeeping, Accounting, Auditing Clerks,
Including Bookkeeping
Cashiers
Welders and Cutters

Century 21 American Dream Realty
300 S Imperial Ave
El Centro, CA 92243
(760) 337-6446

Sales Agents - Real Estate

Central Union High School District
351 Ross Avenue
El Centro, CA 92243
(760) 352-9985

Bookkeeping, Accounting, Auditing Clerks,
Including Bookkeepers

ERA School Real Estate
564 Broadway
El Centro, CA 92243
(760) 352-0923

Sales Agents - Real Estate

Local Training Providers

Training Provided By

Training Provided For

Imperial Valley College

P.O. Box 158
Imperial, CA 92251
(760) 352-8320

Bookkeeping, Accounting, Auditing Clerks -
Including Bookkeeping
Data Processing Equipment Repairers
Farm Equipment Mechanics
Kindergarten Teachers
Preschool Teachers
Registered Nurses
Sales Agents - Real Estate
Secretaries, General
Social Workers
Teachers - Elementary School
Tellers
Welders and Cutters

Imperial Valley Regional Occupational Program

1398 Sperber Road
El Centro, CA 92243
(760) 339-6434

Bookkeeping, Accounting, Auditing Clerks -
Including Bookkeepers
Cashiers
Data Processing Equipment Repairers
Drafters
Farm Equipment Mechanics
Preschool Teachers
Secretaries, General
Tellers
Welders and Cutters

Johnson Educational Institute

732 South Hope Street
El Centro, CA 92243
(760) 353-7492

Secretaries, General

San Diego State University, I.V. Campus

720 Heber Avenue
Calexico, CA 92231
(760) 768-5509

Kindergarten Teachers
Preschool Teacher
Social Workers
Teachers - Elementary School

History of Occupations Surveyed Imperial County CCOIS

<i>Occupation</i>	<i>OES Code</i>	<i>Year Surveyed</i>
Accountants and Auditors	211140	1996
Automotive Mechanics	853020	1996
Bookkeeping, Accounting, Auditing Clerks, Including Bookkeepers	553380	1997
Cashiers	490230	1997
Data Processing Equipment Repairers	857050	1997
Drafters	225140	1997
Driver/Sales Workers	971170	1997
Electricians	872020	1996
Farm Equipment Mechanics	853210	1997
Farm Equipment Operators	790210	1996
Food Preparation Workers	650380	1996
General Managers and Top Executives	190050	1996
General Office Clerks	553470	1996
Guards and Watchguards	630470	1996
Heating, Air Conditioning, and Refrigeration Mechanics and Installers	859020	1996
Import/Export Specialists	None	1997
Kindergarten Teachers	313022	1997
Maintenance Repairers - General Utility	851320	1996
Medical Assistants	660050	1996
Preschool Teachers	313021	1997
Registered Nurses	325020	1997
Sales Agents - Real Estate	430080	1997
Salespersons - Retail (Except Vehicle Sales)	490112	1996
Secretaries, General	551080	1997
Social Workers - Except Medical and Psychiatric	273050	1997
Teachers - Elementary School	313050	1997
Tellers	531020	1997
Traffic, Shipping, and Receiving Clerks	580280	1996
Truck Drivers - Heavy or Tractor Trailer	971020	1996
Waiters and Waitresses	650080	1996
Welders and Cutters	939140	1997

